



**DEBRA BOWEN** | SECRETARY OF STATE | STATE OF CALIFORNIA

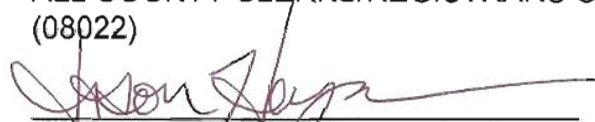
1500 11th Street, 6th Floor | Sacramento, CA 95814 | Tel (916) 653-7244 | Fax (916) 653-4620 | [www.sos.ca.gov](http://www.sos.ca.gov)

## FAX AND MAIL

DATE: January 15, 2008

TO: ALL COUNTY CLERKS/REGISTRARS OF VOTERS/VENDORS  
(08022)

FROM:

  
Jason Heyes, Voting System Analyst

SUBJECT: BALLOT RELEASE REQUESTS AND ACTIVITY REPORT  
SUBMISSIONS

California Administrative Code Section 20235 requires that any user wishing to purchase ballot cards from a manufacturer must submit a ballot release number request in writing to the Secretary of State. No ballot cards, sheets, or unfinished ballot cards shall be manufactured, and no sheets or unfinished ballot cards shall be removed from the warehouse for finishing, prior to issuance of a specific release from the Secretary of State for such manufacturing or finishing.

California Administrative Code Section 20253 requires that completed Activity Reports shall be sent to the Secretary of State by each manufacturer or finisher within seven (7) days of the manufacturer's or finisher's completion of any work authorized by any release. Further, Section 20257 states, upon receipt, each user shall report, independently of the finisher's report, the quantity of ballot cards of each format and tint received from the finisher.

In an effort to standardize the ballot release issuance process as well as the activity report submissions, beginning on January 15, 2008, the Secretary of State Ballot Release Request/Activity Report form will be available on our website [http://www.sos.ca.gov/elections/elections\\_vs.htm](http://www.sos.ca.gov/elections/elections_vs.htm). Additionally, there will be instructions posted to the website explaining how to fill out the form. For your convenience, the Ballot Release Request/Activity Report is attached.

All ballot releases and activity reports will be handled by the Elections Front Office staff. Mark Donovan is the primary contact person, however, any of the front office staff will be able to fulfill any request. Submissions can be faxed to (916) 653-3214 or (916) 653-5634, emailed to [ballotrelease@sos.ca.gov](mailto:ballotrelease@sos.ca.gov), or mailed to the Elections Division, 5<sup>th</sup> Floor, 1500 11<sup>th</sup> Street, Sacramento, CA 95814.

If you have any questions or concerns regarding the new ballot release request/activity report form please do not hesitate to contact the Elections Division Front Office staff at (916) 657-2166.

Attached – Ballot Release Request/Activity Report Form

# Secretary of State Elections Division

## Request for State Ballot Release Activity Report

State Release #: \_\_\_\_\_

Date Issued: \_\_\_\_\_

### REQUESTER INFORMATION

County/City: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

### VENDOR INFORMATION

Vendor: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

### ELECTION INFORMATION

Election: \_\_\_\_\_

Date: \_\_\_\_\_

### Requester/Vendor REMINDERS –

1. A completed activity report shall be sent to the Secretary of State from either the manufacturer or finisher within seven (7) days of the manufacturer's or finisher's completion of any work authorized by any release (*Pursuant to Title 2, California Code of Regulations, Section 20253*).
2. Upon receipt, Requester shall report *independently* of the finisher's report, the quantity of ballot cards of each format and tint received from the finisher (*Pursuant to Title 2, California Code of Regulations, Section 20257*).
3. Please provide the Secretary of State with one unused official voided/test ballot (one for each color in primaries) of any precinct ballot, vote by mail ballot, and federal overseas voter ballot (when appropriate), for the ballot release indicated above.

### BALLOT RELEASE REQUEST

### ACTIVITY REPORT (\*SOS Use Only)

Quantity Requested	Color	Party	Format	Design		Quantity Shipped* (Vendor)	Quantity Spoiled* (Vendor)	Quantity Received* (Requester)	Date Received* (Requester)	Date Reported*

PAPER BALLOTS SIZE:

# of SHEETS:

TINT:

**SOS Contact:** Mark Donovan or Elections Front Office, Phone: (916) 657-2166 / Fax: (916) 653-3214, Email: [ballotrelease@sos.ca.gov](mailto:ballotrelease@sos.ca.gov), Mail: Elections Division – 5th Floor, 1500 11th Street, Sacramento, CA 95814

Revised - 01/15/2008

## Instructions:

A Secretary of State Ballot Release Form must be completed for all ballot release number requests. Submissions using other forms may be rejected, which may result in a delay of the processing time.

- Requests must have the following sections completed: Requester Information, Vendor Information, Election Information, Quantity Requested, Color, Party, Format, Design and ballot size specifications.
- Requests will be accepted by fax at (916) 653-3214, by mail to Elections Division – 5<sup>th</sup> Floor, 1500 11<sup>th</sup> Street, Sacramento CA 95819, or by e-mail to [ballotrelease@sos.ca.gov](mailto:ballotrelease@sos.ca.gov). Completed forms received before 3:00 p.m. will be processed same business day, all requests received after 3:00 p.m. will be completed the following business day.
- Once the submitted information is verified, a ballot release number will be assigned, the release number will be added to the top of the form and returned via fax to both the Requestor and Vendor.
- A completed activity report shall be sent to the Secretary of State by the Manufacturer or Finisher within seven (7) days of the manufacturer's or finisher's completion of any work authorized by any release (*Pursuant to Title 2, California Code of Regulations, Section 20253*).
- Upon receipt, Requester shall report independently of the finisher's report, the quantity of ballot cards of each format and tint received from the finisher (*Pursuant to Title 2, California Code of Regulations, Section 20257*).
- Please provide the Secretary of State with one unused official voided/test ballot (one for each color in primaries) of any precinct ballot, vote by mail ballot, and federal overseas voter ballot (when appropriate), for the ballot release indicated above.